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29 January 1959

## MEMORANDUM FOR THE RECORD:

SUBJECT: Equipment Cost Figures for Statistical Purposes

1. The following are current prices for these items, delivered in Washington:

	<u>PRICE</u>	<u>CU. FT. CAPACITY</u>	<u>COST PER CAPACITY FT.</u>
<u>SAFES (Insulated, Combination)</u>			
4 dwr, legal size	\$438.00	8	\$54.75
4 dwr, letter size	432.00	8	54.00
2 dwr, legal size	335.00	4	83.75
<u>FILE CABINETS (Not Insulated, Key Lock)</u>			
5 dwr, legal size	75.00	10	7.50
4 dwr, letter size (discontinued)	(55.00)	(8)	(6.88)
2 dwr, legal size	43.50	4	10.88
<u>BOOKCASES (Wooden, Glass Door)</u>			
3 ft. section, 14 in. high	25.77	3	8.59
3 ft. section, 16 in. high	26.67	3	8.89
Cap section	11.50		
Base section	12.25		
(3 sections 3'x14" unit with base and cap	101.06	9	11.23
<u>SHelf FILING (Steel, Open front)</u>			
Double Unit, 3 ft. wide, 7 shelves high	160.00	41	3.90
Wall Unit, 3 ft. wide, 7 shelves high	80.65	20	4.03
<u>SUPPLY CABINETS (Steel, assembled)</u>			
2 dr, 4 shelf, 6½' high, 3' wide, 17" deep	46.00	27	1.71
<u>RECORDS CENTER SHELVING (Steel)</u>			
Unit 42" x 30", 10 shelves high, 60 box capacity (Based on 1000 units from Fed. Prisons in mid 1957)	49.73	60	.82
Corrugated fiberboard boxes 15x12x10 (stock item)	.11	1	.11

2. It is recommended that these figures be used for statistical purposes during the 1 January thru 30 June 1959 period. On 1 July and each 6 months thereafter an up-to-date set of figures will be furnished by Records Management Staff.

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	<u>PRICE</u>	<u>CU. FT. CAPACITY</u>	<u>COST PER CAPACITY FT.</u>
<u>SAVES (Insulated, Combination)</u>			
4 dvr, legal size	\$438.00	8	\$54.75
4 dvr, letter size	432.00	8	54.00
2 dvr, legal size	335.00	4	83.75
<u>FILE CABINETS (Not Insulated, Key Lock)</u>			
5 dvr, legal size	75.00	10	7.50
4 dvr, letter size (discontinued)	(55.00)	(8)	(6.88)
2 dvr, legal size	43.50	4	10.88
<u>BOOKCASES (Wooden, Glass Door)</u>			
3 ft. section, 14 in. high	25.77	3	8.59
3 ft. section, 16 in. high	26.67	3	8.89
Cap section	11.50		
Base section	12.25		
(3 sections 3'x14" unit with base and cap)	101.06	9	11.23
<u>SHELF FILING (Steel, Open front)</u>			
<del>single</del> <del>Base Unit, 3 ft. wide, 7 shelves high</del>	<del>160.00</del>	<del>41</del>	<del>3.90</del>
<del>single</del> <del>Wall Unit, 3 ft. wide, 7 shelves high</del>	<del>80.65</del>	<del>20</del>	<del>4.03</del>
<u>SUPPLY CABINETS (Steel, assembled)</u>			
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2. It is recommended that these figures be used for statistical purposes during the 1 January thru 30 June 1959 period. On 1 July and each 6 months thereafter an up-to-date set of figures will be furnished by Records Management Staff.

2. The prices for the above equipment furnished by \_\_\_\_\_

EXHIBIT NO. I

LINEAR AND CUBIC FOOTAGE

To compute the cubic footage of a body of records their linear footage must be determined. Linear footage is the length of space occupied by records from front to back of a file drawer. If the drawer contains two or three rows of jackets or cards, the linear footage of the records in the drawer would be two or three times the inside length of the drawer. If records are stored on edge on shelving, it would be the length of shelving occupied by the records. Once linear footage is determined, cubic footage may be determined by this conversion table:

<u>Size of Document</u>	<u>Multiply linear footage by Ratio Factor</u>
9 $\frac{1}{2}$ " x 15"	.99
9 $\frac{1}{2}$ " x 12"	.79
3" x 5"	.1
5" x 8"	.28
4" x 6"	.17
8" x 10 $\frac{1}{2}$ "	.58
8" x 12 $\frac{1}{2}$ "	.7
4" x 9"	.26

Cubic feet may be calculated according to the following table of equivalents:

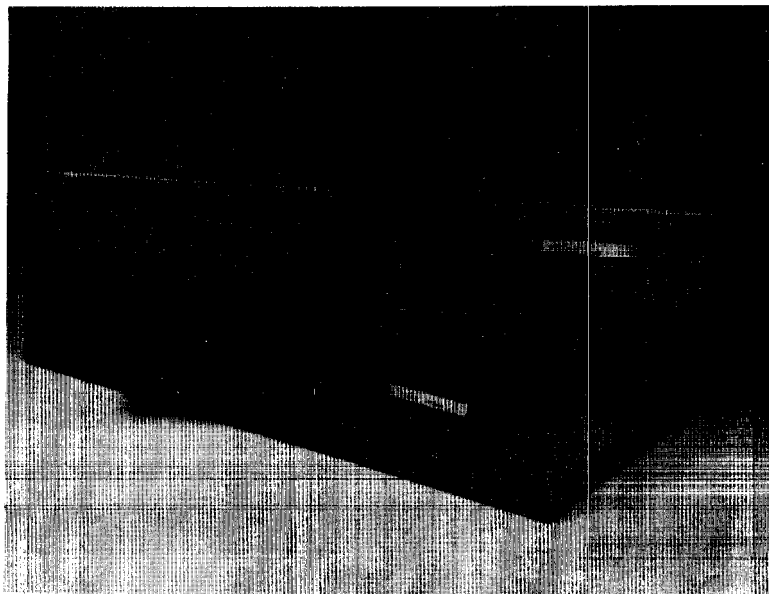
- 1 Letter size file drawer contains 1.5 cubic feet
- 1 Legal size file drawer contains 2 cubic feet
- 1 3x5 file case - .1 cubic foot per 12 inch drawer
- 1 4x6 file case - .17 cubic foot per 12 inch drawer
- 1 5x8 file case - .25 cubic foot per 12 inch drawer
- 10,000 IBM cards - 1 cubic foot

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## CENTRAL INTELLIGENCE AGENCY

SECURITY DESK TRAYS PRESENTED FOR YOUR USE AS  
A FEATURE OF THE AGENCY'S RECORDS MANAGEMENT PROGRAM

Security Desk Trays



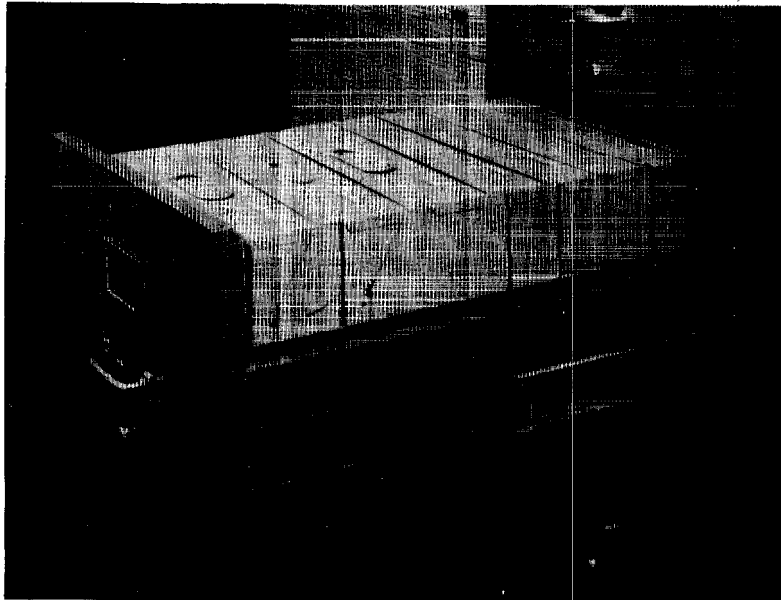
The security desk trays shown above, were developed by the Agency for the storage of your day-to-day working papers. They offer a number of advantages over the standard open-top trays and their general use throughout the Agency is recommended. Please review the advantages illustrated on the succeeding pages. Your Area Records Officer will be glad to discuss your problems and procurement and use of the boxes with you. Additional information may be obtained by calling the Records Services Division, GSO, Extension 3809.

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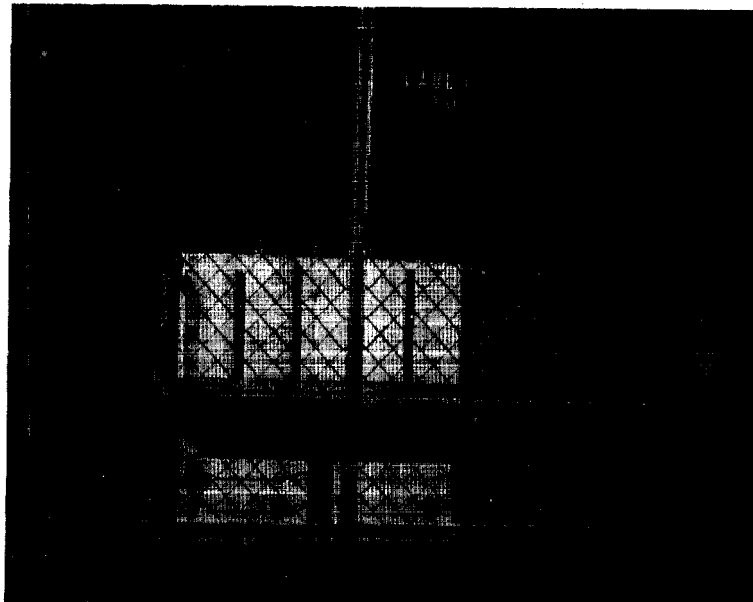
### Consolidated Night Storage in Safe Cabinets



In offices where vaulted areas are not available, security desk trays permit the overnight storage of material for from 6 to 9 persons in a single safe drawer, dependent on the size boxes used. There is a name plate on the side for the ready identification of the individual users.

A considerable portion of the drawer space of all safe cabinets are used for overnight storage. An honest effort to reduce overnight storage requirements will afford considerable economies in the Agency's procurement of additional safes and will make your office more comfortable by reducing the space required for new safes or by permitting the transfer of unneeded safes.

Overnight Storage of Security Desk Trays in Vaulted Areas



When vaulted areas are available or can be established, it is strongly recommended that they be used for the overnight storage of day-to-day work papers of nearby personnel. This will eliminate the uneconomical use of expensive safes and reduce security risk through the reduction of the number of locks that can be left open. The pick-resistant locks on the boxes are an assurance to the users that their material cannot be tampered with or examined by other persons having access to the vaulted areas after hours or during the users absence.